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TO : Chief, Physical Security Branch, SO

DATE: 28 January 1954

FROM : Chief, Records Services Division, GSO

SUBJECT: Disposal of Communications Control Records

1. As an extension to the authority contained in the attached document, it is requested that the Security Office concur, from a security standpoint, in the destruction of the following described records:

Form No. 35-1, File and Routing Slip

Form No. 38-14, \_\_\_\_\_ Log and similar forms used to record the receipt and distribution of incoming and outgoing communications EXCEPT TOP SECRET.

2. In conformance with the authority contained in the General Schedules, it is proposed that the above described records be destroyed after a retention period of one year.

25X1A9a

/s/

Attachment

CONCURRENCE:

25X1A9a

\_\_\_\_\_  
Chief, Physical Security Branch, SO

12 October 1954

It has been brought to my attention that form 38-14 are sometimes used to record the destruction of documents (other than Top Secret) and the question was raised as to whether or not this would affect the one year retention period. The recording of destruction on such forms is permitted by existing Agency regulations and I see no reason for changing the one year retention period.

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Chief, Physical Security